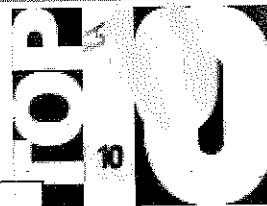


HARDBERGER PARK PHASE V TRAILS - 23-01451

DATE: 7/02/15  
TIME: 1:30 AM

NAME	ORGANIZATION	PHONE	EMAIL
BOB SCHNEIDER	C&C	210.733.3600	BOB@C&C CONSULTANTS.COM
Anthony White	ASD Consultants	512 663-5367	awhiteasd2014@aol.com
Jessica Delucas	Majestic Service	512 470-9221	Majestic.sve.com
PAT SCHNEIDER	COA T4 VER	210 207 8466	patrick.schneider@sanantonio.gov
Sandy Jenkins	COA Parks	210 207 2721	sandy.jenkins@sanantonio.gov
DANID BERRY	TRUCK	210-525-9090	DBERRY@TRUCKINC.COM
Diana Vasquez	TCI- contracts	210-207-5872	diana.vasquez@sanantonio.gov
CHUCK LAMBY	I.C.B. Contractors	210 454-3903	clambdy@icb-schuch.com
Irene Meléndez	COA- EDD	210.207.8124	Irene.melendez@sanantonio.gov

# COMPLIANCE - TOP 10



1 Post the appropriate Wage Determination for the project in a conspicuous location.

2 Pay time-and-a-half to workers who work on any of the 7 listed City Holidays.

3 Pay time-and-a-half to workers who work in excess of 40 hours in a given week.

4 Workers must be classified for the work performed, in accordance to the Wage Determination.

5 Prime Contractor is accountable and responsible for ensuring that all workers are paid the prevailing wage rates, including subcontractors.

6 Certified payrolls must be submitted through the LCP Tracker System, weekly.

7 Apprentices must be registered in an Apprenticeship Training Program which is approved by the US Department of Labor.

8 All workers must be paid on an hourly rate basis. No piece work or day labor rates.

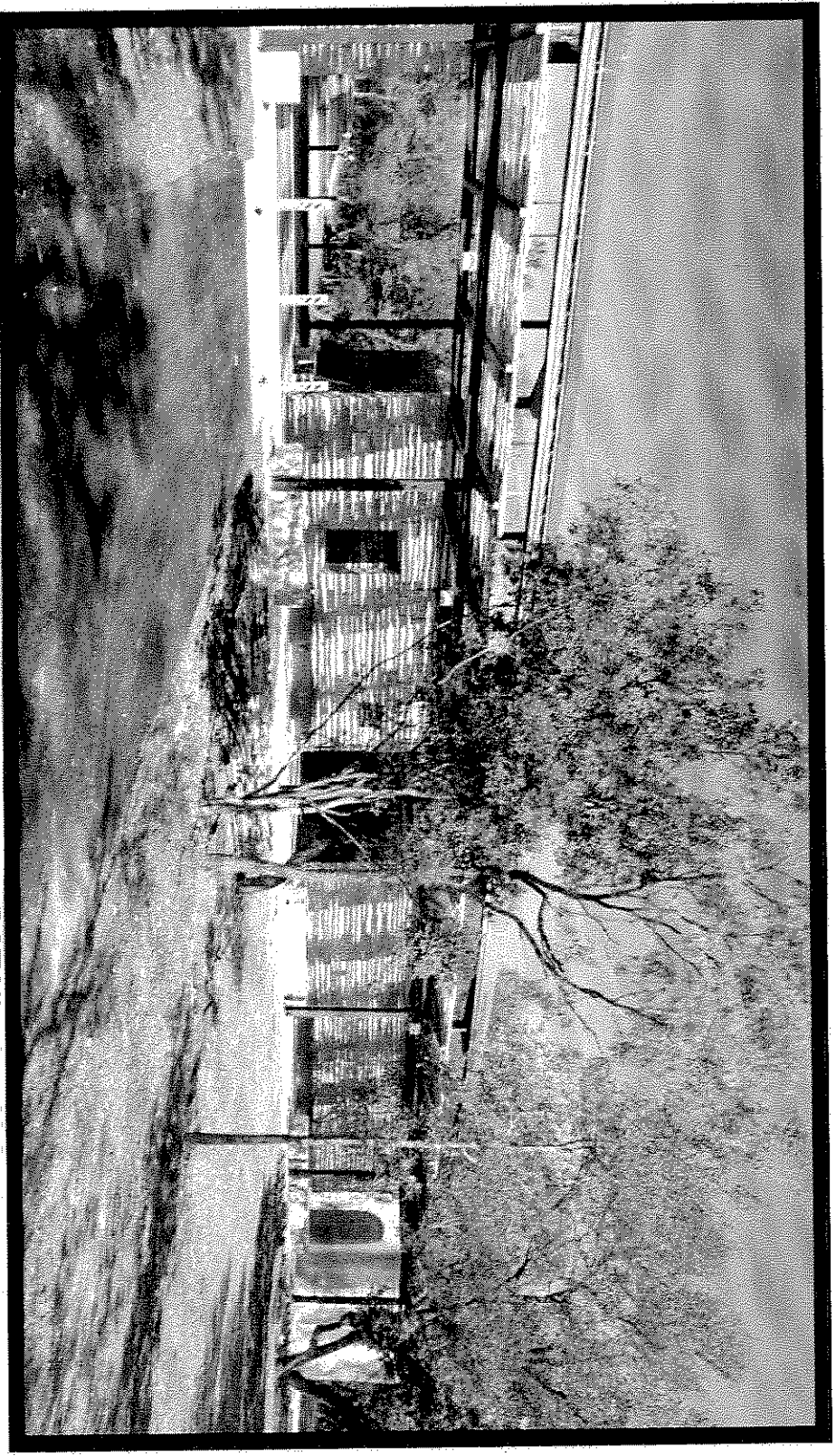
9 Site Visits may be conducted to ensure proper work classification and wage rates.

10 If workers are underpaid, restitution to the worker is required and the City will impose penalties in accordance to the contract.

# Good Faith Effort Tips for SBEDA Waivers

- 1. Attend Pre-Submittal Conference:** Respondent should indicate whether they attended the relevant pre-submittal conference.  
*Tip: To receive credit for attending a pre-submittal conference, the attendee must be a person who will be directly involved with the project (i.e., owner, project manager, estimator, etc.). The Economic Development Department's (EDD) Small Business Office (SBO) will obtain a copy of the sign-in sheet to confirm attendance.*
- 2. Subdivide the Work:** Respondent should demonstrate subdivision of the work into commercially useful disciplines or work elements that can be economically performed by certified small, minority and/or women-owned business enterprises (S/M/WBEs), when feasible. It is the respondent's responsibility to demonstrate that sufficient work was made available to S/M/WBEs to meet specified SBEDA requirements.  
*Tip: The work should be subdivided into categories or disciplines to allow for maximum SBE and M/WBE participation. For example:*  

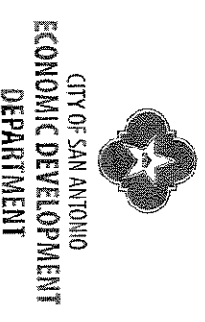
Project Name:	Annual Contract for Various Departments Lawn Maintenance
Work Elements:	Grounds Maintenance – 50%
	Landscaping – 20%
	Irrigation System Maintenance and Repair – 10%
	Litter/Removal Services – 10%
	Weed and Vegetation Control – 10%
- 3. Advertise:** Respondent should advertise in general circulation, trade publications, or minority/women's business focused media for S/M/WBE subcontractors at a reasonable time prior to the bid due date. A copy of the advertisement, showing the advertisement date(s), name of publication(s), type of work and amount of work being solicited, must be provided.  
*Tip: A copy of the advertisement should be submitted, including the date(s) of advertisement and name of publication.*
- 4. Use Public Databases and Minority/Women's Business Focused Organizations/Services:** Respondent should provide evidence of using the City's NIGP Search website, the South Central Texas Regional Certification Agency (SCTRCA), and other organizations' vendor directories/listings to solicit S/M/WBE subcontractors.  
*Tips: a.) Respondents may acquire a list of potential S/M/WBE subcontractors from the COSA Vendor Listing at <http://sanantonio.gov/purchasing/vendorlisting.aspx> through NIGP code search engine ; b.) SCTRCA's online listing of S/M/WBEs is available at <http://sctrca.org/>; c.) Respondents may use the services and assistance of the SBA, local chambers of commerce, S/M/WBE business associations, and other local outreach programs for locating and contacting S/M/WBEs; d.) To confirm if a potential S/M/WBE subcontractor meets the City's SBEDA program eligibility, the respondent may contact EDD's SBO; e) Contact the Small Business Office*
- 5. Provide Relevant Information to Small Businesses:** Provide documentation that respondent provided S/M/WBEs with information regarding contract requirements, solicitation timing, and how to obtain plans and specifications, at a reasonable time (7-10 days) prior to the bid due date.  
*Tip: This documentation can include ad copies, emails, faxes or any other correspondence between respondent and S/M/WBEs indicating outreach efforts.*
- 6. Directly Solicit Small Businesses:** Respondent must provide documentation of directly soliciting S/M/WBE subcontractors. Copies of emails and fax notices sent directly to SBEs and M/WBEs should be submitted. A direct solicitation may include the type of work, amount of work, and a brief specific description of the work being solicited.  
*Tip: Send emails or faxes to S/M/WBEs detailing the specific scope of work determined would lend to a subcontracting opportunity. Follow-up with a call to the S/M/WBEs to make sure they received your email or fax (some emails go directly to spam boxes). Document the S/M/WBE company name, contact person, phone number/email address, certifications, result of contact (left message, no answer, etc.) bid received and reason for rejection.*
- 7. Offer Assistance:** Respondent must provide documentation of efforts to assist S/M/WBEs in obtaining bonding, insurance or equipment.  
*Tip: Submitting the offer to assist with bonding/insurance/equipment included in the ad copy, emails and/or fax correspondences during S/M/WBE outreach efforts satisfies this requirement.*
- 8. Document bid and negotiation results:** Respondent should negotiate in good faith with interested S/M/WBEs. The respondent should provide documentation of all the negotiations with S/M/WBEs, unsuccessful and/or bids received but not accepted, and provide the following contact information: company name, telephone number, contact person, price bid (if applicable) and the reasoning for rejecting the bid for each unsuccessful bid.  
*Tip: If price was the reason for rejecting the bid, the respondent should document the price bid by both the rejected S/M/WBE and the accepted low bidder for that particular scope of work.*
- 9. Follow-Up with Vendors:** Respondents must show evidence that they conducted a strong effort to include S/M/WBEs in their response.  
*Tip: Provide evidence that respondent attempted to reach S/M/WBEs multiple times and provide documentation of response from S/M/WBEs contacted.*
- 10. Fill out SBEDA Respondent/Vendor Subcontractor Waiver Request located at <http://www.sanantonio.gov/SBO/Forms.aspx> and attach all Good Faith Effort documentation.**  
*Tip: Respondents must submit this form with documentation or the waiver request will not be processed by the EDD SBO. As a reminder, respondents must also submit the Subcontractor/Supplier Utilization Plan with their response.*



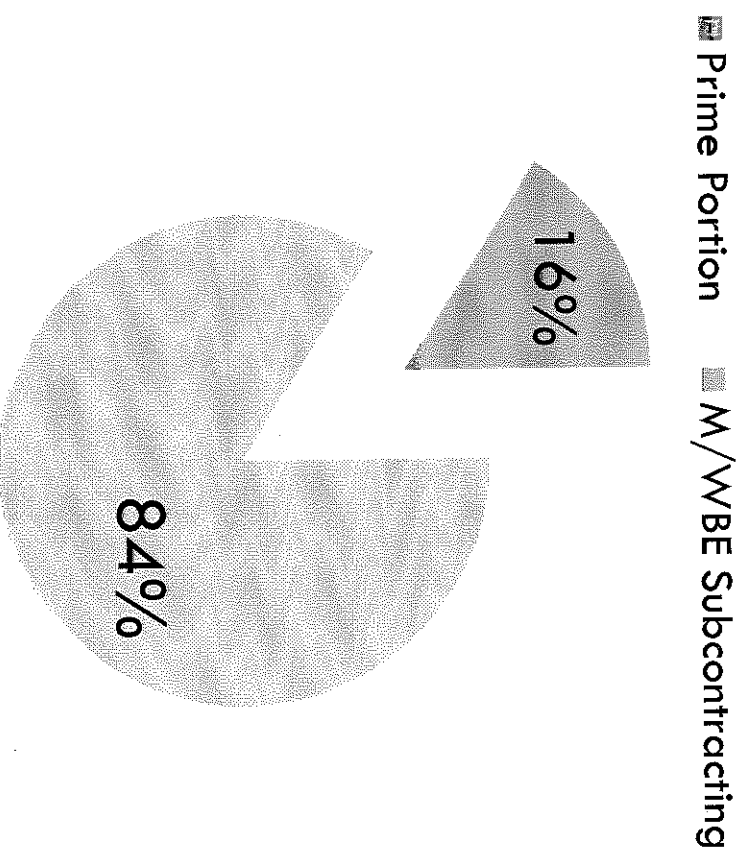
# HARDBERGER PARK TRAILS

SBEDA PRESENTATION

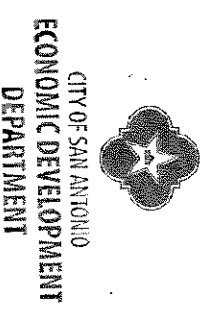
# SBEDA Affirmative Procurement Initiatives (APIs)



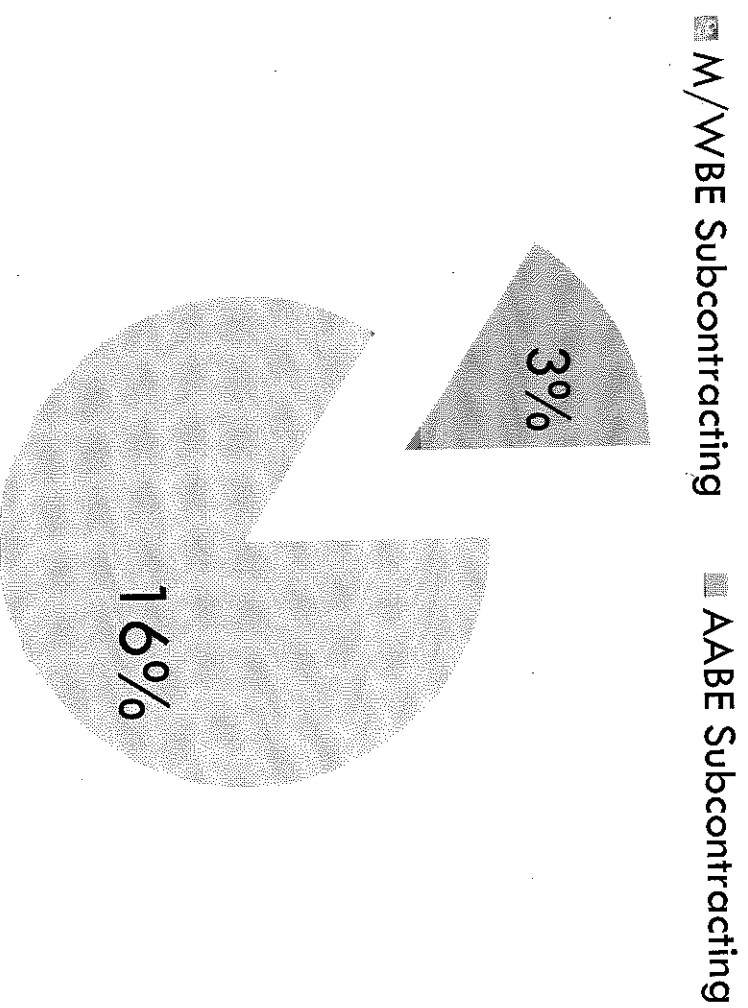
## M/WBE Subcontracting Program



# SBEDA Affirmative Procurement Initiatives (APIs)



## M/WBE Subcontracting Program – Segmented AABE Goal

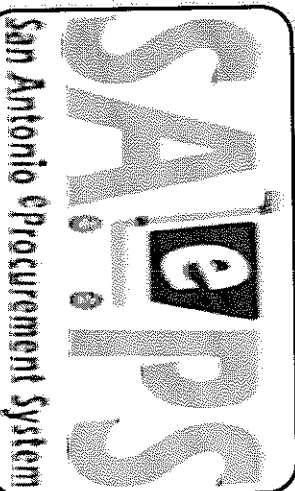
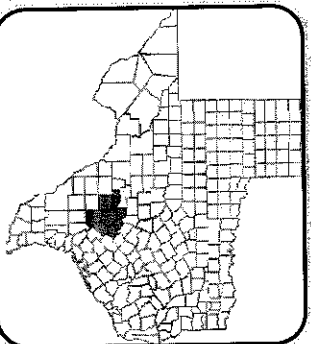
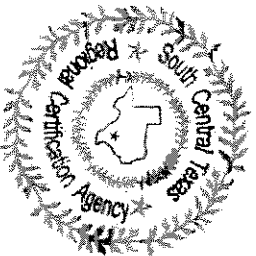




# SBEDA Eligibility



CITY OF SAN ANTONIO  
ECONOMIC DEVELOPMENT  
DEPARTMENT



Certified  
by SCTRCA

HQ or  
Significant  
Business  
Presence in  
SAMSA

Registered  
in CVR



**CITY OF SAN ANTONIO  
SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN**

SOLICITATION NAME: **Hardberger Park Trail Improvements**

RESPONDENT NAME: \_\_\_\_\_

SOLICITATION API: **Minority / Women-Owned Business Enterprise (M/WBE) Subcontracting Program and African American Business Enterprise (AABE)**

**Subcontracting Program**

**API REQUIREMENTS:** Respondents must demonstrate commitment to satisfy a **sixteen percent (16%) M/WBE subcontracting goal**. Moreover, **three percent (3%)** out of the sixteen (16%) subcontracting goal is to be subcontracted to **AABE firms**. Segmented AABE goals target the participation of AABEs within select industries (Construction, Professional Services & Other Services) as identified by the availability in the Central Vendor Registry. Participation by AABE subcontractors automatically counts toward the M/WBE subcontracting goal.

Pursuant to the SBEDA Ordinance, M/WBEs and AABEs must also be certified as SBES with the South Central Texas Regional Certification Agency (SCTRCA) and be headquartered or have a Significant Business Presence in the San Antonio Metropolitan Statistical Area to satisfy the above-stated goals.

Self-performance by M/WBE and/or AABE prime respondents does not count towards these subcontracting goals. Commitment to meet subcontracting requirements must be demonstrated by writing the **company name, SAEPS vendor number of each subcontractor/supplier, dollar value or percentage of participation on the contract, and type of work to be performed**\*\*.

In the absence of a waiver granted by the Small Business Office, failure of a Respondent to commit to satisfying the M/WBE and AABE subcontracting goals shall render its response NON-RESPONSIVE. For further clarification, please contact Ruben Flores at (210) 207-3923.

Enter Respondents (Prime) proposed contract participation level.

	PARTICIPATION DOLLAR AMOUNT	% LEVEL OF PARTICIPATION	CERTIFICATION TYPE AND NUMBER	TYPE OF WORK TO BE PERFORMED (BY NISIP CODE)
Prime:	\$	%	SCTRCA #:	
SAEPS Vendor #:				
List ALL subcontractors/suppliers that will be utilized for the entire contract period, excluding possible extensions, renewals and/or alterations. Use additional pages if necessary.				
Sub:	\$	%	SCTRCA #:	
SAEPS Vendor #:				
Sub:	\$	%	SCTRCA #:	
SAEPS Vendor #:				
Sub:	\$	%	SCTRCA #:	
SAEPS Vendor #:				

\*\* Prime respondent and all subcontractors/suppliers must be registered in the City of San Antonio Electronic Procurement System (SAEPS). To learn more about how to register, please call (210) 207-0118 or visit <http://www.sanantonio.gov/purchasing/saeps.aspx>.





# Waivers



## Respondent/Vendor Submitting Waiver Request Form

COMPANY MUST SUBMIT THIS FORM WITH ITS SOLICITATION RESPONSE.

CONTACT NAME

CONTACT PERSON

CONTACT EMAIL ADDRESS

SUBMIT IN ENGLISH

1. Explain the reason for your request for a waiver to a solicitation goal and explain how you intend to comply with the goal.

2. Explain the steps you will take to ensure that you are in compliance with the goal and explain how you intend to comply with the goal.

3. Explain the steps you will take to ensure that you are in compliance with the goal and explain how you intend to comply with the goal.

4. Explain the steps you will take to ensure that you are in compliance with the goal and explain how you intend to comply with the goal.

5. Explain the steps you will take to ensure that you are in compliance with the goal and explain how you intend to comply with the goal.

- ☐ A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the Respondent Subcontracting Waiver Request form with the solicitation response
- ☐ Form is available at:  
<http://www.sanantonio.gov/SBO/Forms.aspx>
- ☐ Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- ☐ Please refer to the Good Faith Effort Tips Sheet for SBEDA waiver for additional information on how to complete a Respondent/Vendor Subcontracting Waiver:

<http://www.sanantonio.gov/Portals/0/Files/SBO/For ms/GFETips07232013FinalVersion.pdf>

# Important Notes

Central Vendor Registry (CVR) / San Antonio  
Department of Economic Development

- For technical assistance please call (210) 207-0118  
<http://www.sanantonio.gov/purchasing/saeps.aspx>

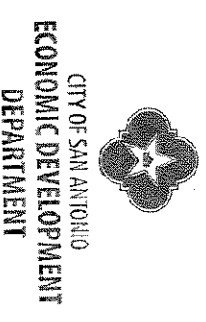
Vendor Listing and Registration

- The City of San Antonio has a new and improved vendor search function. Please visit the COSA Vendor Listing to view or to download a listing of certified and non-certified vendors registered with the City.  
<http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>

Vendor Registration and Certification Process  
Information and SCRTCA Certification

- Priority certification is not guaranteed before bid closing
- To download the application, please visit the SCRTCA website:  
<http://www.scrtca.org/>

# CONTACT US



## UTSA PTAC is available to provide assistance to SMWBs

- ☐ Website: [ptac.txsbdc.org](http://ptac.txsbdc.org)
- ☐ Email: [ptac@utsa.edu](mailto:ptac@utsa.edu)
- ☐ (210) 458-2458

**Irene Maldonado, SBEDA Economic Development Manager,  
Economic Development Department**

- ☐ [Irene.maldonado@sanantonio.gov](mailto:Irene.maldonado@sanantonio.gov)
- ☐ (210) 207-8124